

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

69-3ac
1928

INSTRUCTIONS TO ALL FIELD AGENTS IN THE BARBERRY ERADICATION CAMPAIGN

North Dakota 1928.

1. SURVEY

(a) Farm-to-Farm Survey: In this survey, cover the entire county or unit area which is assigned according to the instructions of the squad leader. The State Leader and squad leader together will decide the type of survey that will be most efficient and economical.

Survey every farmstead, site of old farmstead, schoolhouse premises, cemetery, tree claim, grove, river bank, fence row, and any other place where bushes may be growing. Carefully survey for sprouts, seedlings, and escaped bushes. The actual survey of the grounds where you are looking for barberry bushes must be done on foot; automobiles are to be used only to travel from property to property.

(b) Town and City Survey: In this survey, inspect every property in all of the towns and cities in the area which has been assigned to you. Do the work on foot, walking from property to property. No bicycles, automobiles, or other vehicles are permitted to be used in going from property to property. Alleys as well as streets must be carefully surveyed. The city and country survey must overlap at least five blocks.

In connection with the survey, remember the fact that the bushes will be found in the places where you least expect to find them. Keep in mind that common barberries may be found growing in clumps or hedges of other shrubbery. All surveys must be thorough. Many bushes and crowns of old bushes can be located by talking with people who reside on premises which you survey. The property which you miss in your survey is likely to be the property on which barberry bushes are growing. Every bush that you do not eradicate leaves a good source for millions of rust spores.

2. REPORT OF BARBERRIES

Report barberry bushes just as soon as possible after they are found to the State Leader, State College Station, N. Dak., and to Dr. E. C. Stakman, University Farm, St. Paul, Minn. Enclose a good sample of the bush or hedge with each report. Make the report on sheets from the barberry survey book, Form L.

In reporting rural findings be sure that the name and address of the owner are correct. Also give the name and address of the tenant and the county, township, section and quarter-section on which the barberries are located. Locate city findings accurately by house numbers and street names. In the report be sure that the name and address of the owner are correct. Also give the name of the town or township, postoffice address, county, and State. On

the back of the Form L show by diagram the location so that anyone may take your report and without difficulty find the property which you have reported. Also write a short description of the location of the property, for example: John E. Jones, Cass County, North Dakota, Springvale Township, southeast quarter of Section 29. Bushes along main road fence, five rods north of cross-road and twenty rods south of the house.

In describing the location, be sure to mention some permanent land marks by which the property may be located. Write your report of the location so that it will be a good permanent record.

In connection with the report of location, make a report of the stem-rust infection near the bushes and at various distances from them. Continually make notations of the rust conditions in your area. Be sure to note the earliest infection on the barberries, grains, and grasses. Also note the latest date of infection on the barberries. Further information will be given by the State Leader in connection with this part of the work.

3. PUBLICITY

Prepare news articles and suggestions for different demonstrations and submit them to the squad leader or State Leader. Write to Mr. Sidney Hooper of the Publications Department, North Dakota State College, for assistance in writing these articles. He will be glad to advise and assist you. Before releasing any article for publication, have it approved by the State Leader, publicity agent, or other agent designated by the State Leader.

Distribute literature throughout the country, cities, and towns, using your best judgment in the distribution so that all literature will be placed to the best advantage.

Place posters, if they are available, on sign boards and other conspicuous places all through the rural and urban districts. Be sure that the posters are well tacked so that they will not be immediately destroyed by the wind.

Discussion. Talk to the people concerning your work so that they will understand just exactly what you are doing. Especially make it a point to talk with the leaders of every community. Always be courteous with those to whom you talk, for it is part of your duty to discuss your work with the citizens of a community. When anyone asks you for information about plant or animal diseases, rotation of crops, seed, care and management of crops and animals, etc., show your interest in the subject and endeavor to give the best instructions as to where such information may be secured. Give him the address of the department at the State College where he can obtain the specific information that is desired. Never attempt to answer any questions unless you are absolutely sure that your knowledge of the subject in question is correct. You will make a much better impression and gain the confidence of the people if you state where information can be obtained rather than run the risk of making incorrect statements.

Field men should be thoroughly informed on every phase of barberry eradication, so they can discuss them without hesitation.

All demonstrations will be handled by a special representative or a field agent selected by the State Leader.

4. REPORTS

Submit semi-monthly reports, North Dakota Form B or BB, for the periods 1 to 15, and 16 to 30 or 31, accompanied by your expense account.

Submit the monthly report, North Dakota Form A or AA, for each month, not later than the fifth of the succeeding month.

Make out automobile travel statements in triplicate, one copy for the State Leader's office and two copies to submit with your expense account to the Washington office.

Make out your itineraries in duplicate.

Upon finishing your assignment in a county, make out Form C or CC, and mail it to the State Leader. No final settlement will be made with the field agent until such time as the State Leader has in his possession all the required forms and the same have been approved.

Have your expense accounts signed by a notary public according to memorandum.

Mail all expense accounts to the State Leader. After the accounts have been inspected and approved they will be forwarded to the Washington office.

Promptness and accuracy on your part will mean that you will receive your expense checks much sooner.

Address all mail for the State Leader to State College Station, Box 48, Fargo, North Dakota.

5. SUPPLIES

Small incidental supplies urgently needed for immediate use can be purchased by the field agents or squad leaders without consent of the State Leader. All other supplies except gasoline, and oil must be procured from Washington at the State Leader's request.

Take care of your supplies so that they will not be lost or destroyed through neglect on your part. In making out your reports be sure that you have well in mind just what you want to say so that you will not waste several report blanks.

All field agents will be under the direct supervision of a squad leader or special agent. The squad leader will be responsible to the State Leader for the work of the men under him. He will move about the territory assigned to his group and travel with a different man each week or portion

of a week, keeping in touch with all of the movements of his men, helping them plan their work, place demonstrations, make necessary talks, secure special information for the State Leader, and especially look after difficult situations, such as bushes that people refuse to remove, and escaped areas.

Keep the squad leader informed of your whereabouts. Watch for telephone or telegraph messages. Let the telegraph and telephone companies know where you room and take your meals, so that there will be no delay in messages reaching you.

The squad leader and special agents, as well as the State Leader, will closely supervise the conduct of the men, so as to avoid criticism. Any act unbecoming a gentleman will bring severe criticism to all the members of the squad and possibly to the whole Barberry Eradication Force, and may result in the termination of your appointment. Remember that every one in the community is watching you, and judging the campaign by your actions.

George C. Mayoue,
State Leader in Barberry Eradication
North Dakota.